



SCIENCE OFFICER / SENIOR SCIENCE OFFICER, SCIENTIFIC PROGRAMS

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate stem cell and regenerative medicine treatments to patients with unmet medical needs, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

The mission of the Scientific Programs team is to attract and advance the most promising basic and early stage research in stem cells, genomics and other areas related to regenerative medicine.

Job Functions

In this position you will be accountable for:

Building the Portfolio

- Being up to date on trends and key developments in the stem cell and gene therapy research field as well as data science.



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- Working in a team environment to (1) identify and advance the most promising research to advance basic, foundational, mechanistic science that could be impactful to human health (2) to identify and advance the most promising candidate discovery research toward translation and (3) in accordance with the overall CIRM strategic plan, to advance collaboration and network activities to support CIRM's scientific ecosystem.
- Staying current and open-minded to ensure only the most promising and well-constructed projects are considered for inclusion into the Scientific Programs portfolio by supporting a highly competitive, fair, and rigorous peer review process.
- Working with other departments in CIRM to identify scientific trends and potential areas of scientific direction that could be addressed by the Scientific Programs team and/or other teams within the organization.
- Working with CIRM colleagues to develop, administer and improve research training and workforce development programs towards supporting pipeline of technicians and leaders in stem cell science, gene therapy, regenerative medicine and related technologies that reflect the diversity of California

Advancing the Portfolio

- Accelerating the development of promising projects by working in a collaborative and hands-on fashion with internal and external partners.
- Proactively identifying risks or deficiencies with active projects and leveraging internal and external resources to find solutions that provide the project with the greatest opportunity for success.
- Seeking new and innovative ways to improve on the conduct of science.
- Serving to connect scientists with potential collaborators, resources or programs that would advance an important scientific project or direction.

Managing the Portfolio

- Assessing the progress of projects through objective metrics and ensuring the complete and up-to-date reporting on all projects in your portfolio.
- Working with the project teams to facilitate success.
- Monitoring funding and other resources to ensure they are being used appropriately and efficiently.
- Recommending appropriate action to suspend or discontinue projects when warranted.

Communicating the Portfolio



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- Representing CIRM at appropriate scientific, medical, governmental agency, and industry meetings and events.
- Providing clear and timely updates to CIRM leadership on the status of the portfolio.
- Engaging with all stakeholders (scientific thought leaders, subject matter experts, patient advocacy groups) to build support for and advance projects.

Harmonizing with the CIRM Mission

- Demonstrating in your words and actions commitment to CIRM's mission.
- Collaborating with others to generate efficiencies, enhance productivity, and develop competencies.
- Committing to team decisions by supporting and working to achieve team objectives.

Supervision Received

Vice President of Scientific Programs (currently called Discovery and Translation).

Qualifications

- The Science Officer / Senior Science Officer will have received scientific training and built expertise and experience in cell/molecular biology, genomics or a related discipline especially as applied to stem cells and gene therapy.
- The Science Officer / Senior Science Officer will have an innate sense of urgency and determination to deliver outstanding results and to find innovative ways of meaningfully advancing CIRM's mission.
- Doctorate (MD/DO, PhD, PharmD) in medicine, biomedical research or a related area.
- 3 years (Science Officer) 7 years (Sr Science Officer) of relevant experience beyond doctoral degree in academia, a research lab in industry or at a research funding agency.
- Ability to effectively manage, organize and prioritize multiple projects and meet deadlines in a fast-paced and demanding environment.
- Outstanding communication and interpersonal skills.
- Ability to make clear, concise and impactful presentations.
- Ability to work collaboratively in a team-oriented environment.



Preferred Qualifications

- Published in peer-reviewed journals.
- Presentation experience in academic, national or international venues.

Working Conditions

- Ability to operate standard office equipment.
- Being available to work outside of normal business hours.
- Being able to travel statewide, if necessary.

During the COVID pandemic, remote work is acceptable, however eventual willingness to work collocated with the team is a must.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 1999 Harrison Street building in Oakland and is equipped with standard or ergonomic equipment, as appropriate. Travel may be required to attend meetings or training classes.

You will be asked to confirm whether you can perform the duties listed above, with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Vice President, Administration).

**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. Duties of this position are subject to change and may be revised as needed or required.*

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Salary Range and Benefits

The salary range for the Science Officer is \$128,164 - \$192,237.

The salary range for the Senior Science Officer is \$141,253-\$221,624. CIRM offers a competitive compensation package.

How to apply

Interested candidates may submit an electronic application, including the following required documents, to jobs@cirm.ca.gov:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

For mailing your application package, please send to the following address:

Human Resources
Attn: CIRM, Jobs
1999 Harrison Street,
Oakland, CA 94612

Final Filing Date: 10 days out or until filled

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD. Form 678 (when not applying electronically. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume/CV

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding



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reasonable accommodations may be directed to the EEO contact listed on this job posting.

Application Information

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.

Contact Information

The Human Resources Manager is available to answer questions regarding the application process and the position.

Human Resources Contact:

Vanessa Singh

Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- EEO Officer: Vanessa Singh
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital



status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx.

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt and considered Exempt for the purposes of collective bargaining.